



Addition / Renovation to a Manufactured Home

Provide All Information Fill in All Blanks

ACTUAL LOCATION WHERE MANUFACTURED HOME IS INSTALLED:

Park Name: _____

Street Address: _____

Space No.: _____ Parcel #: _____

Foundation is ☐ Piers ☐ Slab on Grade ☐ Other _____

Type of Permit: (Check all applicable) ☐ Building ☐ Mechanical ☐ Plumbing ☐ Electrical ☐ Low Voltage ☐ Fence

Accessory Structures: ☐ Attached Covered Patio ☐ Detached Covered Patio ☐ Attached Carport ☐ Detached Carport

Show all dimensions on site plan ☐ Attached Room Addition ☐ Detached Room Addition ☐ Attached AZ Room ☐ Detached AZ Room

☐ Attached Storage Room ☐ Detached Storage Room

☐ Other: _____

Estimated Construction Value \$ _____

Unit Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

☐ Completed attached Impact Fee Application if required

Applicant & Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Contractor's License: _____ City Business License: _____

Please complete Page 2 for additional contractors and provide their ROC License Information.

Description of work: _____

ATTACH A DETAILED SITE PLAN SHOWING SIZE AND SHAPE OF PROPERTY, SETBACKS, AND LOCATION OF UTILITIES. INCLUDE DETAILS OF ANY APPLICABLE ACCESSORIES. SHOW ANY ZONING CONDITION COMPLIANCE REQUIREMENTS.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any national, state, or local law regulating construction or the performance of construction

Owner/Representative Signature

Print Name

Date

APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE

REVISED 9-1-2014

A. R. S. §42-5006 requires out of state contractors or contractors in business for less than one year post a surety bond with the Department of Revenue. Per A. R. S. §42-5007 the City cannot issue permits without evidence of this bond or a waiver from these requirements.

☐ I am currently a licensed contractor: _____
Company Name

License No. ROC License Class

Signature Printed Name Title

- ☐ I am exempt from Arizona Contractors' License Laws based on exemptions contained in A.R.S §32-1121A, namely:
- ☐ A.R.S §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
 - ☐ A.R.S §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- ☐ Other - _____
Please specify

I understand that the exemption provided by A.R.S §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit. See Statute for complete requirements.

I will be using the following licensed contractors on this project:

General Contractor ROC License Number License Class

Mechanical Contractor ROC License Number License Class

Electrical Contractor ROC License Number License Class

Low Voltage Contractor ROC License Number License Class

Plumbing Contractor ROC License Number License Class

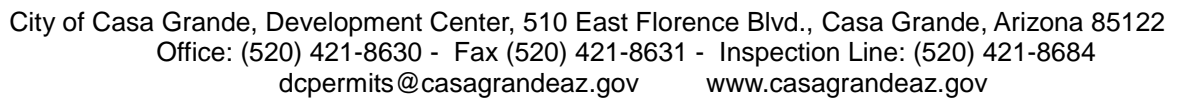
Other Contractor ROC License Number License Class

Other Contractor ROC License Number License Class

Printed Name

Signature Date

FALSIFICATION OF THE INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S §13-2704.



Project Type: ☐ New Construction ☐ Addition ☐ Interior Finish Only

Permits cannot be processed without this form first being completed and signed by applicant.

Person Submitting Application (PRINT): _____

Applicant is: ☐ Owner/Agent ☐ Contractor/Agent Tel. No. _____ Fax: _____

There may be comments that MUST be addressed from these reviews before a permit may be issued.

Y	N	N/A
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- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) Site Plans included, drawn to a scale of 1" = 30'? (Not required for interior only) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all property lines, setbacks, easements, buffers, and drainage structures? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all existing and proposed buildings or structures, and their footprints? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all existing and proposed elevated decks, steps, walks, drives, & retaining walls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans show no encroachment of any setbacks, easements, or buffers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paper Building Plans included, no smaller than 1/4" = 1' scale? <u>2 Paper Copies</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Digital Building Plans included, no smaller than 1/4" = 1' scale? <u>1 Copy if available</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title page listing all pages included in plan set, Builder and Designer contact information? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any Engineered details are included? (Footings, foundation walls, TJI's, Roof trusses, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plans include dimensioned floor plan for each level to be improved? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show listing of use of each room to be improved? (<i>living room, kitchen, etc.</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location and size of all doors, windows, and openings between rooms? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location of water heaters, electrical panels, Furnaces / AC equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location of toilets, lavatory sinks, tubs, showers, kitchen & other sinks? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans shows location of major appliances, cabinets/tops, and other built-in items? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation plans included showing location & structural details of footings, slabs, walls, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Framing plans included showing location and structural details of floors, walls, ceilings, and roofs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Truss calculations and drawings included? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan shows side elevation views of exterior walls, with door/window, deck, stairs located? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan shows side elevations and top plan view of roof, showing roof pitch for each section? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan notes type and R-Rating of all exterior wall, floor, and roof insulation to be installed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Applicant Signature: _____ Date: _____

City Use
 Administrative Completeness Review ☐ Incomplete & Returned ☐ Complete – Review Date _____

BY: _____ DATE: _____

Over-All Review Timeframes for Building Permits^{1, 7, 8}

Permit Classification	Administrative Completeness Review ²	Substantive Review Stage ³		
		Review of Initial Submittal ^{4, 8}	Review of Resubmittal and Staff Decision to Approve / Deny ^{5, 7, 8}	Over-All Timeframe ^{6, 7, 8}
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
 - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
 - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes, In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

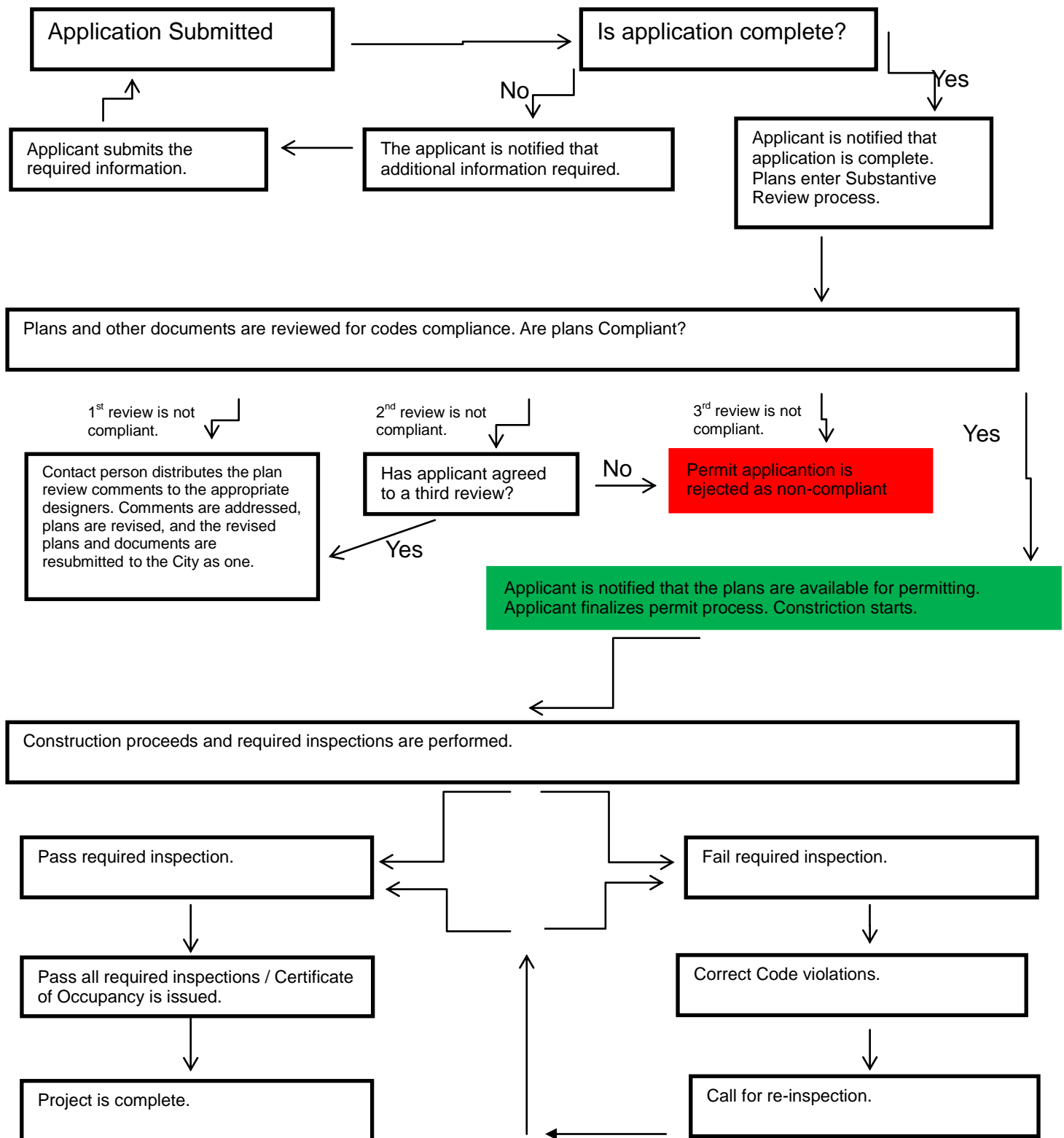
For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City

Completeness Review Process for Building and Engineering Permits



Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.